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Report For Week Ending 29 January 1957
From
Records Center

During this week the following accessions were made:

OO	4 Cu. Ft.
Management	1 " "
COMPT-	2 " "
PERS	7 " "
OCR	5 " "
ORR	2 " "
MEDICAL	3 " "
OL	1 " "
SECURITY	2 " "
OSI	1 " "
Sub-Total:	28 Cu. Ft.
Finished Intelligence	14 " "
Total:	42 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	19,116 " "
Distribution Material Holdings	11,319 " "
Total:	31,052 Cu. Ft.

Distribution Material Disposed of at Center	8 Cu. Ft.
Distribution Material Transferred from Center	3 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

Accessioning

The Center has received 21 cubic feet of security polygraph files to date. There have been no accessions made of these records since approximately 15 December 1956.

General

25X1

[] have completed the two week, one-half day Writing Workshop training course.

25X1

The Engineering Division/[] have received a shipment of three inch cinder blocks. These blocks are to be used in the insulation of the Northwest end wall of the second floor of the Records Center.

25X1

[]
Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,975	9,935	11,910
DD/P	3,092	5,638	8,730
DD/S	1,368	6,492	7,860
DD/S (Compt.Grilled Area)	343	137	480
DD/I	356	6,454	6,810
DD/I (Grilled Area)	1,866	1,914	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	9,710	31,510	41,220

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